

California Department of Forestry
and Fire Protection

MOTEL POLICY STATEMENT (7500)

(Revised 1996)

Unit 8 Employees and those in *WORK WEEK GROUP 4D22* receive portal-to-portal compensation for time away from the regular work site because of an emergency. When not working you are still on duty in an on-call or standby status and are to remain physically and mentally available at all times. **Our whereabouts must be known at all TIMES BY the chain of command.** You will avoid any unprofessional behavior adversely impacting CDF in any way. All employees will follow the direction of those in command, including strike team or task force leaders, and will not make independent motel arrangements. You will be personally and financially responsible for independently making motel arrangements. Violations of the Unit 8 Agreement or CDF policies may result in adverse action.

The use of motels on this incident has been approved and authorized by either the incident commander or the CDF agency representative. The following additional conditions shall apply to the use of motels on this incident:

POSSESSION OR USE OF ANY ALCOHOLIC BEVERAGE IS PROHIBITED.

YOU MUST BE IMMEDIATELY AVAILABLE FOR RECALL OR DISPATCH.

NO OUTGOING TELEPHONE CALLS ARE TO BE MADE AT STATE EXPENSE.

CHECK IN WITH THE MOTEL TECHNICAL SPECIALIST AT THE END OF EACH SHIFT FOR MOTEL AVAILABILITY/ASSIGNMENT. CHECK IN AND OUT AT THE MOTEL REGISTRATION DESK.

BY:_____ DATE:_____

INCIDENT:_____ NO:_____

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME
PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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